Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution	Shri P.H.G.Muni. Arts & Science College, Kalol (N.G.)
1.2 Address Line 1	OPP. ROTARY CLUB, COBRA CIRCLE,
Address Line 2	AMBICA HIGHWAY
City/Town	KALOL (N.G.) DIST : GANDHINAGAR
State	GUJARAT
Pin Code	382721
Institution e-mail address	Principalphg1966@gmail.com
Contact Nos.	02764-223279
Name of the Head of the Institution:	PRINCIPAL : Dr. K.C.DESHMUKH
Tel. No. with STD Code:	02764-223279
Mobile:	9924181397

Name of the IQAC Co-ordinator: Pro. M.A. MACWAN

Mobile: 9426521987

IQAC e-mail address: madhukant_mac@yahoo.co.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* GJCOGN13545

1.4 **NAAC Executive Committee No. & Date:** --
(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address: www.sciencewithhumanity.org

Web-link of the AQAR: www.sciencewithhumanity.org/AQAR2013-14.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C	1.63	2008	2013
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : DD/MM/YYYY 28/08/2008

1.8 AQAR for the year ***(for example 2010-11)*** 2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

i. AQAR __2008-2009 _____ _____September 2009
ii. AQAR__2009-2010_____ _____August 2010
iii. AQAR____2010-2011_____ _____September 2014
iv. AQAR____2011-2012__ _____September 2014
v. AQAR_____2012-2013_____September 2014

1.10 Institutional Status

University State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College Yes [√] No [ ]

Constituent College Yes [ ] No [√]

Autonomous college of UGC Yes [ ] No [√]

Regulatory Agency approved Institution Yes [ ] No [√]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education [√] Men [ ] Women [ ]

Urban [ ] Rural [√] Tribal [ ]

Financial Status Grant-in-aid [√] UGC 2(f) [ ] UGC 12B [ ]

Grant-in-aid + Self Financing [ ] Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [√] Science [√] Commerce [ ] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

Others (Specify) [------]

1.12 Name of the Affiliating University *(for the Colleges)* GUJARAT UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	N.A		
University with Potential for Excellence	---	UGC-CPE	---
DST Star Scheme	---	UGC-CE	---
UGC-Special Assistance Programme	---	DST-FIST	---
UGC-Innovative PG programmes	---	Any other (*Specify*)	--
UGC-COP Programmes	---		

2. IQAC Composition and Activities

2.1 No. of Teachers	05
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	12

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. 02 Faculty 01

Non-Teaching Staff Students 01 Alumni 01 Others 01

2.12 Has IQAC received any funding from UGC during the year? Yes [ ] No [√]

If yes, mention the amount ----

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. -- International -- National -- State -- Institution Level --

(ii) Themes Nil

2.14 Significant Activities and contributions made by IQAC

Establishment of discipline and development of work culture .

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Development of research	Increase in the number . of participation in seminar, conferences.

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes [ ] No [√]

Management [ ] Syndicate [ ] Any other body [ ]

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	02	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	-	-	-	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Semester Annual -- Numb

1.3 Feedback from stakeholders* Alumni [-] Parents [-] Employers [-] Students [√]
(On all aspects)

Mode of feedback : Online [-] Manual [√] Co-operating schools (for PEI) [-]

****Please provide an analysis of the feedback in the Annexure***

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NO, Their is no drastic change

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
31	03	26	01	01

2.2 No. of permanent faculty with Ph.D. 13

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	--	--	02	-	-	-	-	-	02

2.4 No. of Guest and Visiting faculty and Temporary faculty -- -- 02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	08	16	06
Presented papers	03	14	--
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Purchase of ITC instruments.

2.7 Total No. of actual teaching days during this academic year 230

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Inter departmental open book exam.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop --- ---- 02

2.10 Average percentage of attendance of students 60

2.11 Course/Programme wise

distribution of pass percentage :

B.Sc.

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Sem-I	233	0.43	5.15	36.48	--	11.58
Sem-II	223	2.69	16.14	36.42	--	2.24
Sem-III	168	2.98	16.07	45.83	--	8.93
Sem-IV	168	5.36	22.02	44.64	--	6.55
Sem-V	72	--	20.83	59.72	--	9.72
SemVI	71	--	19.71	47.88	--	4.23

B.A.

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Sem-I	672	--	1.64	24.55	--	31.10
Sem-II						
Sem-III	563	0.18	1.60	30.55	--	40.67
Sem-IV	553	--	3.08	44.66	--	31.10
Sem-V	446	--	7.62	50.44	--	32.06
SemVI	438	0.23	6.85	41.10	--	14.84

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	45
UGC – Faculty Improvement Programme	03
HRD programmes	Nil
Orientation programmes	15
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	13
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04	06	Nil	Nil
Technical Staff	03	02	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Awareness by intuition and inspiration to attend more seminars workshop etc.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects (Physics)

	Completed	Ongoing	Sanctioned	Submitted
Number	0	2	0	0
Outlay in Rs. Lakhs	0	1.9	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	0	2
Non-Peer Review Journals	7	0	0
e-Journals	0	1	0
Conference proceedings	0	0	0

3.5 Details on Impact factor of publications:

Range -- Average -- h-index -- Nos. in SCOPUS --

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	---	---	---	---
Minor Projects	---	---	---	---
Interdisciplinary Projects	---	---	---	---
Industry sponsored	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students research projects *(other than compulsory by the University)*	---	---	---	---
Any other(Specify)	---	---	---	---
Total	---	---	---	---

3.7 No. of books published i) With ISBN No. --

History of Gujarat ISBN : 979-82-320-2530-0

Chapters in Edited Books 02

ii) Without ISBN No. ---

3.8 No. of University Departments receiving funds from

UGC-SAP --- CAS -- DST-FIST --

DPE -- DBT Scheme/funds --

3.9 For colleges Autonomy -- CPE -- DBT Star Scheme --

INSPIRE --- CE -- Any Other (specify) --

3.10 Revenue generated through consultancy ---

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons 02

3.13 No. of collaborations International --- National -- Any other --

3.14 No. of linkages created during this year ---

3.15 Total budget for research for current year in lakhs :

From Funding agency ---------- From Management of University/College --

Total --

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	---
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
----	---	---	---	---	---	---

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

05

02

3.19 No. of Ph.D. awarded by faculty from the Institution ---

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF --- SRF --- Project Fellows -- Any other ---

3.21 No. of students Participated in NSS events:

University level - State level -

National level - International level -

3.22 No. of students participated in NCC events:

University level -- State level --

National level 04 International level --

3.23 No. of Awards won in NSS:

University level	-	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	--	State level	--
National level	01	International level	--

3.25 No. of Extension activities organized

University forum	3	College forum	4		
NCC	3	NSS	2	Any other	-

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Scope demo lesson given in Nadiad Mahila Arts College.
- Election awareness programme held in the college of well as in the villages of Kalol Taluka All the staff members went to the villages, stayed there for a day and spread election awarness among the villagers.
- Exam administration.
- Spnxd election awareness among the village before election an election my chine VVPAT was Intorductic in the election
- Discipline oriented activities perform by NCC unit.
- Election awareness programme held in the college as well as in the villages of Kalol Taluka. All the staff members went to the villages, stayed there for a day and spread election awareness among the villagers before election. An election machine, VVPAT was introduced in the last election.
- Career guidance programme for science student after 12 science held at KIRC kalol.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	9.6 Acre	-	-	9.6
Class rooms	19	-	-	19
Laboratories	06	-	-	06
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

Office automisation

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	883	131009	22	3921	905	134930
Reference Books	150	83412	00	00	150	83412
e-Books	00	00	00	00	00	00
Journals	00	00	00	00	00	00
e-Journals	00	00	00	00	00	00
Digital Database	00	00	00	00	00	00
CD & Video	07	500	00	00	00	00
Others (specify)	00	00	24	11740	24	11740

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	36	01	22	01	01	01	0	0
Added	03 Laptop	-	-	-	-	-	-	-
Total	39	01	22	01	01	01	0	0

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Computers were provided to HOD. In science.

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	-
iii) Equipments	-
iv) Others	-
Total :	-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Personal guidance , to students as well as faculty.

5.2 Efforts made by the institution for tracking the progression

On the basis of Result

Participation in other activities

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2088	-	-	-

(b) No. of students outside the state | Nil |

(c) No. of international students | Nil |

Men	No	%	Women	No	%
	1158	55.46		930	44.54

General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
711	492	29	727	11	1970	723	497	27	837	04	2088

Demand ratio 1 : 1.09 Dropout % 23%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Career corner is run by the college.

No. of students beneficiaries | 36 |

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	--

5.6 Details of student counselling and career guidance

Placement cell performed campus interview

No. of students benefitted | 100 |

5.7 Details of campus placement

On campus		*Off Campus*	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	160	36	-

5.8 Details of gender sensitization programmes

Programmes organised by CWDC of college.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level [-] National level [-] International level [-]

No. of students participated in cultural events

State/ University level [-] National level [-] International level [-]

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level [---] National level [-] International level [-]

Cultural: State/ University level [-] National level [-] International level [-]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	-	22,17,944
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs	: State/ University level	-	National level	-	International level	-
Exhibition:	State/ University level	√	National level	-	International level	-

5.12 No. of social initiatives undertaken by the students --

5.13 Major grievances of students (if any) redressed: _____nil_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

To be a Centre of rural upliftment with Education and literacy, Lead to moral duty awareness and development of character leading to National integrity.

Mission

Empowering the student to meet the demands of modern technological challenges towards the development of human resources, narrowing the gap between industry and academics. Teach the students for the Eco-friendly use of environmental energy resources, leading to sustainable National development.

6.2 Does the Institution has a management Information System

Office Software updating

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Subject wise internal discussion amongst staff , and then providing to related person(Board.)

6.3.2 Teaching and Learning

Traditional Method, Assignment, Seminar, internal discutient etc.

6.3.3 Examination and Evaluation

Objective questions (short questions)were included as per Gujarat university noms. Semester wise internal & External exam.

6.3.4 Research and Development

Inspiration to attend seminar, conferences etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Research work compensation related to project

6.3.6 Human Resource Management

Through Adhoc Faculty recruited by management

6.3.7 Faculty and Staff recruitment

Through Adhoc Faculty recruited by management

6.3.8 Industry Interaction / Collaboration

Students list were provided to different agencies.

6.3.9 Admission of Students

As par govt and university norms.

6.4 Welfare schemes for

Teaching	01
Non teaching	01
Students	00

6.5 Total corpus fund generated | Nil |

6.6 Whether annual financial audit has been done Yes | √ | No | |

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	No	No
Administrative	No	No	No	No

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes | | No | √ |

For PG Programmes Yes | -- | No | -- |

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Paper setting pattern was established by university.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Nil

6.11 Activities and support from the Alumni Association

Organising Garba festival in the college.

6.12 Activities and support from the Parent – Teacher Association

Various suggestions regarding teaching and learning

6.13 Development programmes for support staff

Allowed to participate in external workshop seminar etc.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Proper use of Rainwater as distilled water in science laboratory.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Arranging visit to book fair.
- Smooth functioning of departmental library.
- Encourage the students to decide their carrier regarding chemistry subject in the class and for that reason we guide them to participate in seminar or summer programme
- Retest made available for those students who wanted to improve their previous results.
- Our department M.O.U with Somani Tiles & Sunich Dyes Ind. & Dhan Laxmi chem. for research purpose.
- Academic M.O.U with Paher University Udaypur for Chemistry & Micro.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Execution of plan during the year.
- Activities of the college during the year.
- G.K. test – competition held in the college.
- Teachers' day celebration.
- Budget awareness programme
- Teach English Project- 40 hours of teaching undertaken by all the departmental STUDENTS.
- Teach Sanskrit Project 40 hours of teaching undertaken by all the departmental STUDENTS.
- Youth Festival award.
- RTI awareness programme held in two sessions.
- Campus interview
- Career advancement programme
- Medical check up of all the students
- Republic day celebration
- Medical check up of all the students.

- Educational study tour at sumit dye ind.in Jan-2014

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- Activation of Departmental library, Scope DELL Lab, we train around 1200 students every year, who appear for on line Scop A-level exam. Teach English Rural area project going on. Under this project each student go to rural area primary school and teach the students there , basic English for 40 hours.
- Teach Sanskrit rural area projet going on under this project each student go to rural area primary school and teach the students basic Sanskrit for 10 hours.
- Every year we take Sanskrit Gaurva exam for college student organized by Sanskrit bharati, Ahmedabad.
- Prize Distribution ceremony.
- Excyrsion – visited Historical like Junagadh and Somnath.
- Quiz program and Seminar practice are introduced in chemistry Department
- we guide them to participate in seminar or summer programme

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

Tree plantation

7.5 Whether environmental audit was conducted? Yes [ ] No [√]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Departmental wise SWOT Analysis is perform.

8. **Plans of institution for next year**

- Carrying out the project (Teach English Rural Area)on a wider range(FYBA,SYBA,TYBA)40 hrs (20+20 per Term)teaching English in rural primary schools by our students.
- Celebrating students Birthday and planting a sapling in his/her memory.
- Arranging Students' Seminar at University level.
- Arrangement of Guests Lecture on Textual matters.
- Making the movie club more effective.
- Making the P. G. Cell more effective.
- DELL Spoken Classes for all the class of the society.
- Holding Vacation Batches for school children helping them speak English fluently.
- A visit to a BOOK FAIR , making the students realize the advantages of reading Books.
- Teach Sanskrit Rural Area Project.
- Sanskrit quiz
- Author birthday celebration.
- Essay writing
- Buddha's film fare.
- Study for four pleases of historical significant.
- Facilities the rank holder with a shield and a cash prize of Rs. 1000/-.
- Organized expert faculty lectures.
- Show historical films.
- Encourage studeurs to celebrate teacher's day.
- To arrange galedictom function for final year students.
- Recitation of Lord Shiv Mahimna
- Celebrating students Birthday and planting a sapling in his/her memory.
- Arranging Students Seminar at College Sub.level.
- Guide for science working model in rural high schools by our students.
- Participate student in seminar or summer programme

- Arranging Students' Seminar at district level.
- Arrangement of Guests Lecture for physics research awareness.
- Career Guidance for higher secondary science student.
- Holding Vacation Batches for school children helping them to prepare science project model .
- A visit to a BOOK FAIR , making the students realize the advantages of reading Books.
- Arrange Educational study tour

*Prof.*M.A.Makwan

Dr.K.C.Deshmukh

Signature of the Coordinator, IQAC

Signature of the Principal, IQAC

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Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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